

STATE OF ALASKA  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PERSONNEL

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## STANDARD OPERATING PROCEDURE

### IV. VETERANS' AND PRISONERS' OF WAR PREFERENCE

#### A. Purpose

The purpose of this SOP is to provide guidelines and required procedures for awarding veterans' and prisoners' of war preference points to applicants.

Some applicants will receive veterans' or prisoners' of war preference points in addition to training and experience and/or written examination scores when competing with nonstate employees. Their final score and thus their rank on open competitive eligible lists is determined in part by veterans' or prisoners' of war points. In order to maintain fair and consistent treatment of applicants, it is essential to maintain consistency in the way that veteran's points are awarded.

#### B. Scope

Veterans' or prisoners' of war preference points are added to the scores of all eligible veterans or prisoners of war when being considered for a position for which persons who are not currently state employees are being considered.

#### C. Authority

AS 39.25.150(19) requires the personnel rules to provide for "the granting of employment preference rights, not within the area of promotion, to a veteran or prisoner of war under AS 39.25.159."

Personnel Rule 2 AAC 07.085(a) provides in part that "[t]he relative ranking of eligibles is determined by: computing the earned scores on each part of the examination in accordance with the weight established for each part; and adding any creditable points for veterans' or prisoners' of war preference."

Personnel Rule 2 AAC 07.095(b) provides that "If five points for a veteran and 10 points for a disabled veteran or prisoner of war will be added to the passing examination scores except on a departmental or interdepartmental promotional list."

#### D. Qualifications

Alaska Statute 39.25.159 provides for the granting of employment preference credits to a veteran or prisoner of war who possesses the necessary qualifications for the job classification for which applying. It defines "veteran" to mean

a person (A) with 181 days or more active service in the armed forces of the United States who has been honorably discharged after having served

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during any period

(i) between April 6, 1917, and December 1, 1919, between September 16, 1940, and December 31, 1947, or between June 27, 1950, and October 14, 1976; or

(ii) in which the person was awarded a campaign badge, expedition medal, the Purple Heart, or an award or decoration for heroism or gallantry in action;

(B) who served 181 days or more in the Alaska Territorial Guard.

It defines a "disabled veteran" to mean

a veteran who is entitled to compensation under laws administered by the United States Department of Veterans Affairs, a person who was honorably discharged or released from active duty because of a service-connected disability, or a person who was disabled in the line of duty while serving in the Alaska Territorial Guard.

It defines a "prisoner of war" to mean

a person who has been a prisoner of war during a declared war or other conflict as determined by the Department of Defense under federal regulations.

The armed forces of the United States are the Army, Navy, Air Force, Marine Corps, and Coast Guard.

Veterans' preference points are provided for qualified persons who have 181 days or more of active duty beginning or ending during one of the war times listed in the definition, or who have 181 days or more of active duty at any time and received a campaign badge, expedition medal, the Purple Heart, or an award or decoration for heroism or gallantry in action, or who served 181 days or more in the Alaska Territorial Guard. Under the first option, only one of the 181 days need to have been within the time frames.

Disabled veterans' preference points are provided to a veteran as defined above who is entitled to compensation from the U.S. Department of Veterans Affairs, or a person who is not a veteran as defined above but who honorably discharged or released from active duty in the armed forces of the United States because of a service-connected disability, or a person who is not a veteran as defined above who was disabled in the line of duty while serving in the Alaska Territorial Guard.

Prisoners' of war preference points are provided to a person, whether or not a veteran, who has been a prisoner of war during periods determined by federal regulation.

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**Veterans' preference is five points; disabled veterans' preference and prisoners' or war preference is 10 points.**

**E. Military Record**

**Block 15 on the Employment Application solicits claims for veterans', disabled veterans', and prisoners' of war preference information. It directs applicants to provide a copy of their DD214 form (which every member of the armed forces receives at time of discharge) or verification from the US Department of Veterans Affairs along with the application. Veterans' preference under the 181 days during a war period and honorable discharge option can be awarded without the DD214. However, any question about entitlement under this option should be resolved by requesting the DD214. All other preferences for members of the armed forces requires the DD214. Disabled veterans' preference requires a copy of a letter from the VA confirming the entitlement to compensation. NOTE: In requesting a DD214 form, the applicant must be informed that the form is required to determine eligibility for veterans' preference points.**

**It is unknown if there is any standard documentation of prisoner of war status or of service in the Alaska Territorial Guard. Claims for preferences based on these options should be carefully reviewed.**

**F. Veterans Currently Serving**

**In reviewing applications, veterans' preference points can be given to a member of the armed forces while still in the service, provided that the member has served the required length of time and either served during the required periods or received a qualifying award. The honorably discharged criteria is not applied for current members of the armed services on the basis that the military has not yet acted to discharge the member for a disqualifying reason.**

**G. Periods of Training Do Not Apply**

**It is the opinion of the Attorney General that active duty can be interpreted to mean "other than for training purposes." For ease of determination, if a copy of a military record is available, the periods abbreviated Active Duty for Training (ACDUTRA) or Annual Active Duty for Training (ANACDUTRA) do not count towards active service.**

**H. National Guard and Reserve Do Not Apply**

**Service in the National Guard (NGUS) or Reserve (ER) components of the armed forces does not count towards the 181 days of active duty required for veterans' preference points. If the member has been called to active duty, that duty does**

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count towards the 181 day requirement. Military personnel frequently retire from active duty and are then carried on reserve status. A careful review will identify those persons entitled to veterans' preference when their applications indicate their current status is member of a reserve component. The branch of service will be indicated on the DD214. Abbreviations are: ROTC, NGUS, USAR, USNR, USMCR, USAFR, and USCGR. Also, if the first two letters are the abbreviation of a State (such as AK-Alaska) followed by a letter indicating a armed forces service, followed by NG the service is not qualifying. Example: AKANG = Alaska Air National Guard; AKARNG = Alaska Army National Guard.

**I. Uniformed Services Do Not Apply**

Persons who served in the uniformed services of the United States occasionally claim veterans' preference. They are not entitled to such employment preference with the State of Alaska. The uniformed services include such agencies as the U.S. Public Health Service, Bureau of Customs, Postal Service, Coast and Geodetic Survey, Border Patrol, federal police agencies, and the National Oceanic and Atmospheric Administration.

**J. Conflicting Work History**

Members of the armed forces are generally unable to hold other full time employment at the same time. The work history block on the application (Block 21B) would typically reflect the military employment for the same period identified in Block 15. If the work history does not indicate a prior active military service career or if there is full-time civilian employment during the indicated periods of service, request the DD214 for confirmation.

**K. Types of Discharges**

The appropriate preference points are awarded to those who have separated from the armed services with the following types of discharges:

- 1. Honorable;**
- 2. Medical; or**
- 3. General under honorable conditions.**

The following types of discharges are not qualifying:

- 1. Undesirable;**
- 2. Bad conduct;**
- 3. Dishonorable; or**
- 4. Discharge certificate other than honorable, for officers.**

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**If the applicant enters another type of discharge on the application, grant veterans' preference points when the reason would lead to a type of discharge that is qualifying for veterans' points. For example, hardship, dependency, or conscientious objector may be erroneously listed as type of discharge while they actually result in general or honorable discharges. If there is any doubt, request the DD214 form to determine type of discharge.**

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